



June 05, 2017

Dear Friend,

The **30th** Annual Muskego Community Festival will be held the last weekend in August. This year's event will be held on August **24th***, 25th, 26th and 27th. The festival is sponsored by nine local community non-profit organizations. (***Bike Nite - Thursday August 24th is for Food Vendors only.**)

We invite you to be a part of our festival. Each year we try to provide a weekend of top quality family entertainment as well as a variety of food, general merchandise, and games.

The food court is located near the beer & entertainment tents. Although space in the food court is limited, we do our best to accommodate those who are outside the food court by placing them as near as possible. Non-food vendors are placed around the grounds. The enclosed pages provide complete information.

If you are interested in participating in the Festival, complete & return your application **and** space rental/reservation fee, **made payable to: *Muskego Community Festival***. **Returning vendor applications are due no later than June 24, 2017 to be placed in same location or as close as possible to previous years location.** Vendor applications will be reviewed **after** the June 24th returning vendor application deadline and allocated by the Food/Space Chairman based on need and available space.

Send completed applications including rental/reservation fee to:

Jeff Baker Food/Space Chairman
S76W22215 Glenecho Rd
Muskego, WI 53150

2017 Muskego Community Festival Rules

Please read all contents of the Muskego Community Festival rules. The Muskego Festival Committee makes changes to the contents every year. You will be held accountable for compliance with all rules. **Please read and follow them completely.**

DEFAULT

1. If vendor is in default under any section of this contract agreement, or fails to adhere to the standards or supervisory directions established by the Muskego Community Festival, the Muskego Festival Committee shall notify vendor of such default or failure and vendor shall have a reasonable time to remedy such default or failure. Such reasonable time to require immediate action if the Festival is in, or about to begin production. In the event that the vendor does not remedy such conditions in a reasonable time, the Festival Committee may terminate contract agreement, expel vendor from the location and offer to rent the location to another vendor without any further liability or obligation to vendor.

VENDOR CONTRACT

1. The vendor agrees to conduct all business in an orderly and lawful manner and to obey all rules of the Muskego Community Festival which hereafter may be added or modified, and to abide by the rules and regulations and ordinances of Waukesha County and the City of Muskego's Building Inspector, Health Department, Fire Prevention Department and other such departments whose duties embrace regulations of exhibits. This also includes language and behavior.
2. Each vendor is expected to deal honestly and fairly with the public and his/her employees. Any attempted fraud or misrepresentation will be considered sufficient cause for revoking the contract.
3. No special services in connection with setting up or decorating the display can be provided by the Muskego Community Festival. All booths, **including chairs, tables, furniture, lighting, and other display material must be provided and installed by the vendor.**
4. The Muskego Festival Committee will prepare the layout of booths and assign spaces accordingly. **It also reserves the right to change the layout as necessary.** Spaces are assigned in the following order:

Returning Vendor:

Placed in same location or as close as possible to previous years location unless a change is requested. **(If contract is returned by or prior to June 24th, 2017. Contracts received after the due date will be placed as a new vendor.)**

New Vendor:

Will fill any spaces available beginning the day after returning vendor contracts are due.

5. Submission of contract agreement does not guarantee that a space will be awarded to you.
6. The Festival Committee has the right to accept or reject any application.
7. Unapproved contract fees/deposits will be returned to applicant.

8. **Vendors are prohibited from assigning or subletting a space that has been allotted to them.** They may not exhibit or sell any product, commodity or merchandise that has not been listed on the contract and approved by the Festival Committee. Also, **vendors are prohibited from roaming the grounds selling merchandise, or handing out flyers or coupons.** Any variation will result in the vendor forfeiting his right to conduct business at the Muskego Community Festival.
9. **Booth Locations will not be available until Monday, August 21st. Please do not call prior to this date requesting your booth space location.**

10. Booth spaces will be available for set-up on the following schedule:

Tuesday	Aug 22 nd ,	5:00 p.m. - 9:00 p.m.
Wednesday	Aug 23 rd ,	12:00 p.m. - 9:00 p.m.
Thursday	Aug 24 th ,	12:00 p.m. - 5:30 p.m.
Friday	Aug 25 th ,	10:00 a.m. - 3:00 p.m.

11. **All vendors must be in place no later than 3:00 p.m. Friday, August 25th and must stay intact until C.O.B. on Sunday, August 27th.** Any vendor taking down their booth, without clearance from the Festival Committee, before close of business Sunday will be at default per contract agreement.

12. Displays should not obstruct neighboring displays or project ahead of neighboring booths. Aisles and pedestrian walkways on the Festival Grounds must not be obstructed in any way. **No overhangs or awnings will be allowed to protrude/extend out of your rental area. Consider tent ropes and stakes when determining footage requirements. If using a trailer, consider trailer tongue and rear door swing/stairs when determining footage requirements**

13. **HOURS OF OPERATION**

Thursday	August 24 th	6:00 p.m. - 10:00 p.m. (Bike Nite FOOD VENDORS ONLY)
Friday	August 25 th	5:00 p.m. - 11:30 p.m.
Saturday	August 26 th	12:00 p.m.-11:30 p.m.
Sunday	August 27 th	12:00 p.m. - 6:00 p.m. (Parade starts at 11:00 a.m.)

During daylight hours, all exhibits must be open and have a vendor representative in the booth. Unmanned booths will be subject to removal and may not be allowed to return.

14. **All vendor booths must be removed from the Festival Grounds by 6:00 p.m. on Tuesday, August 29th, 2017. NO EXCEPTIONS!**

15. NO CAMPING ON THE FESTIVAL GROUNDS IS ALLOWED.

16. Muskego Community Festival reserves the exclusive right to sell alcoholic beverages on the grounds. **NO CARRY-INS WILL BE ALLOWED.**

17. No Refund of fees within 60 days prior to the start of the festival.

18. Each vendor is responsible for the cleanup of their booth space at the end of the event or be liable for a \$100.00 clean-up fee payable to the Muskego Community Festival.

TAXES

1. All sales tax requirements are the sole responsibility of the Vendor! Wisconsin State Sales Tax is 5.1% in Waukesha County.

ELECTRICITY

1. **Everyone with 110 volt service must have a 75 foot 3-wire grounding type cord.** All 220 volt hook-ups must have adequate cords or cables to reach power panels of 50-75feet distance from booth space to assure proper power and operation of your equipment.
2. All cords must be suitable for outdoor use and must be provided by the vendor.
3. Cords for motors, refrigerators, freezers, and heavy-duty heating equipment must be a minimum #12 3-wire cord (15 amp minimum). If the cord does not meet electrical requirements or is not in good condition, you will be disconnected until it is replaced.
4. If you have any questions regarding electrical requirements of your equipment, consult your local electrician before completing the contract application. **This is the sole responsibility of the vendor.**

PARKING

1. Vendors receive two courtesy vendor parking passes per contract. Discuss parking, loading, and delivery issues with the Food/Space Chairman.

SECURITY

1. Commercial security will be provided Thursday through Sunday night. Report any problems to the Food/Space Chairman.

INSURANCE

1. All vendors are required to provide a copy of their Liability insurance when submitting their vendor contract/application. When working with your insurance provider, please make sure that your Liability policy and Certificate of Insurance list *Muskego Community Festival, Inc.* as an Additional Insured Endorsement.

LIABILITY

1. The Muskego Community Festival shall not be liable for any loss or damage to the property of the vendor or of its employees, agents, patrons, or guests due to fire, smoke, water from any source, theft, criminal mischief, accident of any kind or from any other cause whatsoever and will not be liable for injuries to the vendor, his employees, agents, patrons, or guests with the use of occupancy of space. The vendor agrees to indemnify and hold harmless, the Muskego Community Festival and employees/volunteers, against any and all claims of any person whomsoever, arising out of acts or omissions of the vendor, his employees, agents, patrons, or guests.

GENERAL MERCHANDISE VENDORS

1. Booth spaces are rented in 15' increments. In general, spaces are 25' deep,
2. A \$75.00 rental fee *per space* is required at time of application/contract submittal (Electric Fees are separate)(Please pay by check or money order). **Returning vendor applications are due no later than June 24th, 2017 to be placed in same location or as close as possible to previous years location**
3. The Muskego Community Festival reserves the right to deny display and/or sale of any items which in the Festival Committee's sole judgment are inappropriate. Sales of any items deemed hazardous, unsafe or unsuitable by the Muskego Festival Committee are prohibited. If any problem or situation arises that cannot be resolved by the contract agreement/rules and regulations, the final decision will be made by the Festival Committee.
4. New Vendors should contact the Food/Space chairman to establish items that can be sold. Although we try to offer some protection from duplicate sales by vendors, we cannot guarantee it for all items. Returning vendors have first selection of items to be sold.
5. Vendors will obtain all licenses and permits that are, or may be, required by any public authority for sale of any of their products.
6. **NO RUMMAGE SALES ALLOWED**

2017 FEE SCHEDULE

BOOTH SPACE.....\$75 EACH 15ft Space

ELECTRICITY.....\$25 110 VOLT EACH (2 PLUGS 20 AMPS)

GAME AND RAFFLE VENDORS

1. Any and all lotteries/raffles/drawings/contests are regulated by state statutes set forth by the Wisconsin Department of Administration, Division of Gaming. In the event you are not familiar with these, **YOU** can contact the State of Wisconsin Department of Administration at 1-608-270-2555.
2. Games of skill must be approved by the festival committee for legality prior to the festival.

2017 FEE SCHEDULE

BOOTH SPACE..... \$150 EACH 15ft Space

ELECTRICITY..... \$25 110 VOLT EACH (2 PLUGS 20 AMPS)

FOOD/BEVERAGE VENDORS

1. A registration fee per space is required at time of application/contract submittal. (Electric Fees are separate)(Please pay by check or money order) **Returning vendor applications are due no later than June 24th, 2017 to be placed in same location or as close as possible to previous years location**
2. Food vendors must comply with all Wisconsin and Waukesha County temporary food service guidelines. Permits may be required. See enclosed Waukesha County brochure. Waukesha County Health Department personnel will inspect each food vendor before vendor is allowed to operate.
3. **Food Vendors must provide suitable flooring inside their booth. This is according to the Waukesha County Health Department rules.**
4. Food Vendors **MUST** have a listing on their contract of all items to be sold. No items may be added without permission from the Food/Space Chairman.
5. New Vendors should contact the Food/Space Chairman to establish items that can be sold. Although we try to offer some protection from duplicate sales by vendors, we cannot guarantee it for all items. Returning vendors have first selection of items to be sold.

FEE SCHEDULE

BOOTH SPACE

2017 FLAT RATES

- \$325 for 10ft
- \$375 for 15ft
- \$490 for 20ft
- \$605 for 25ft
- \$720 for 30ft

**ELECTRICITY..... \$30 110 VOLT EACH (2 PLUGS 20 AMPS)
\$100 220 VOLT EACH (50 AMP)**

SPECIALTY VENDOR

\$200 for 10ft

1. A 10ft space with an extremely limited menu. Please contact me if you feel you may fall into this new category. This determination will be at the sole discretion of the festival committee.

**ELECTRICITY..... \$30 110 VOLT EACH (2 PLUGS 20 AMPS)
\$100 220 VOLT EACH (50 AMP)**



Food & Beverage Vendor:

With very positive feedback from both patrons and vendors, the switch from ticket sales to cash sales was a success. As a result, we will continue the flat rate structure for food /beverage vendors going forward. In order to make fees reasonable for smaller vendors, we will continue the *Specialty Vendor* subcategory consisting of a 10ft space with an extremely limited menu. Please contact me if you feel you may fall into this category, this determination will be at the sole discretion of the festival committee. The rates will remain the same as last year, and are provided in both the 2017 Muskego Community Festival Rules and the 2017 Vendor application/contract.

Please realize you will need to have enough cash on hand during operating hours to make change for customer purchases. For your convenience, the festival treasurer will have a limited supply of change for emergency situations.

All sales tax requirements are the Vendor's responsibility!

Also, when working with your insurance provider, please make sure that your Liability policy and Certificate of Insurance list *Muskego Community Festival, Inc.* as an Additional Insured Endorsement to make sure the festival is properly covered. Please include a copy of your Liability Insurance with your vendor application/contract.

We appreciate your cooperation and look forward to dining with you.

Thank you.

Please direct any questions to:

Jeff Baker,
Food/Space Chairman
262-389-9087
Jbaker66@wi.rr.com

2017 MUSKEGO COMMUNITY FESTIVAL BOOTH SPACE RENTAL AGREEMENT/CONTRACT

FESTIVAL SCHEDULE

*Thursday	August 24th	6:00 pm -10:00 pm
Friday	August 25 th	5:00 pm - 11:30 pm
Saturday	August 26 th	12:00 pm - 11:30 pm
Sunday	August 27 th	12:00 pm - 6:00 pm

***Thursday August 24th is for Food Vendors only.**

Location: Festival Grounds - Adjacent to Muskego City Hall /Police Dept.
between Racine Ave. and Pioneer Dr.

BOOTH SIZE & LOCATION

Space Sizes: 10', 15', wide x 25' deep.

Food Court: Food Vendors will be assigned booth spaces in the food court area.

Who & Where: The Muskego Festival Committee reserves all rights for booth rentals and assignment of locations.

BOOTH SPACE FEES

Reservation Fee All vendor spaces require a registration fee for each space.
Applications will not be accepted without payment!

General Merchandise: \$ 75.00 EACH 15ft SPACE

Game & Raffle Booths: \$150.00 EACH 15ft SPACE

ELECTRIC FEES

Standard Electric Service: \$25.00 per 20 amp 110v circuit (2 plugs)

Food & Beverage 2017 FLAT RATE

\$325 for 10ft	(Requires \$325 deposit)
\$375 for 15ft	(Requires \$375 deposit)
\$490 for 20ft	(Requires \$490 deposit)
\$605 for 25ft	(Requires \$605 deposit)
\$720 for 30ft	(Requires \$720 deposit)

Specialty Vendor (10SP) \$200 for 10ft **(Requires \$200 deposit)**

FOOD VENDOR ELECTRIC FEES

Standard Electric Service: \$ 30.00 per 20 amp 110v circuit (2 plugs)

Additional Electric Service: \$100.00 per 50 amp 220v circuit

2017 Muskego Community Festival

Booth Space Rental Application/Contract

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Alternate Phone: _____ Email: _____

List food/beverage products or merchandise to be sold.

General Merchandise: Number of 15' spaces: _____ x \$ 75.00 = \$ _____

Electricity: Number of 110 circuits: _____ x \$ 25.00 = \$ _____

Games & Raffle: Number of 15' spaces: _____ x \$150.00 = \$ _____

Electricity: Number of 110 circuits: _____ x \$ 25.00 = \$ _____

Food Vendor: Footage: **Circle one** 10SP/10/15/20/25/30 \$ _____

Please contact Food/Space Chair before selecting 10SP

Electricity: Number of 220 circuits: _____ x \$100.00 = \$ _____

Number of 110 circuits: _____ x \$ 30.00 = \$ _____

\$ _____ Total Enclosed

MAKE CHECK PAYABLE TO: Muskego Community Festival.

MAIL TO: Jeff Baker, Food/Space Chairman
S76W22215 Glenecho Rd
Muskego, WI 53150

By signing the 2017 Muskego Community Festival Vendor's Contract Agreement, you are hereby acknowledging that you have read and agree to all enclosed rules and regulations of the Muskego Community Festival. Violation or non-compliance of these rules will result in the Festival Committee's decision to request your immediate removal from the festival grounds. Such removal may result in your inability to return in future years.

SIGN _____

DATE _____

For Committee Use Only:

Date Received _____ Check # _____ Amount: _____



Waukesha County Division of Environmental Health

2017 License Fees



FOOD SERVICE/RESTAURANTS			
LICENSE TYPES	DESCRIPTION	FEE	PI FEE
Limited Food Service Restaurant	Prepackaged	\$160	\$80
Full Service	Simple	\$435	\$218
	Moderate	\$510	\$255
	Complex	\$610	\$305
Mobile Service Base-Lmtd Svc	Prepackaged	\$115	\$32
Mobile Service Base-Non Lmtd	Simple	\$250	\$65
Mobile Service Base-Non Lmtd	Moderate	\$305	\$75
Mobile Service Base-Non Lmtd	Complex	\$355	\$85
Mobile Restaurant-Lmtd Svc	Prepackaged	\$115	\$32
Mobile Restaurant-Non Lmtd	Simple	\$250	\$65
Mobile Restaurant-Non Lmtd	Moderate	\$305	\$75
Mobile Restaurant-Non Lmtd	Complex	\$355	\$85
School Inspection Fee	Production	\$440	
School Inspection Fee	Satellite	\$150	
Temporary Restaurant		\$125	
Additional Kitchen Area		\$63	

LODGING			
LICENSE TYPES	DESCRIPTION	FEE	PI FEE
Bed & Breakfast	8 rooms or less	\$215	\$108
Tourist Rooming House	1-4 rooms	\$165	\$83
Hotel/Motel	5-30 rooms	\$265	\$133
Hotel/Motel	31-99 rooms	\$325	\$163
Hotel/Motel	100-199 rooms	\$385	\$193
Hotel/Motel	200 or more	\$440	\$220

RECREATIONAL FACILITIES			
LICENSE TYPES	DESCRIPTION	FEE	PI FEE
Rec/Ed Campgrounds		\$240	\$120
Campgrounds	1-25 Sites	\$210	\$105
Campgrounds	26-50 Sites	\$230	\$115
Campgrounds	51-99 Sites	\$250	\$125
Campgrounds	100-199 Sites	\$310	\$155
Campgrounds	200 or More	\$425	\$213
Special Event Campground	1-25 Sites	\$90	
Special Event Campground	26-50 Sites	\$100	
Special Event Campground	51-99 Sites	\$113	
Special Event Campground	100-199 Sites	\$138	
Special Event Campground	200 or More	\$195	
Swimming Pool	Year-Round	\$325	\$163
	Seasonal	\$270	\$135
Whirlpool	Year-Round	\$325	\$163
	Seasonal	\$270	\$135
Water Attraction(No Slides)	Year-Round	\$360	\$180
	Seasonal	\$310	\$155
Water Attraction-2 Slides or Less	Year-Round	\$395	\$198
	Seasonal	\$340	\$170
Additional Water Slides	Per Slide	\$30	

RETAIL FOOD SERVICE			
LICENSE TYPES		FEE	PI FEE
No Processing			
On Farm Sales		\$30	
Less than \$100,000		\$140	\$70
\$100,000-\$250,000		\$205	\$103
More than \$250,000		\$250	\$125
Potentially Hazardous Processing			
Less than \$25,000		\$125	\$63
\$25,000-\$1,000,000		\$350	\$175
\$1,000,000-\$4,000,000		\$535	\$268
\$4,000,000-\$8,000,000		\$780	\$390
More than \$8,000,000		\$1,100	\$550
Non-Potentially Hazardous Processing			
Less than \$25,000		\$75	\$38
\$25,000-\$1,000,000		\$175	\$88
More than \$1,000,000		\$250	\$125

MOBILE RETAIL			
LICENSE TYPES		FEE	PI FEE
No Processing			
Less than \$25,000		\$75	\$32
\$25,000-\$100,000		\$140	\$40
\$100,000-\$250,000		\$205	\$50
More than \$250,000		\$250	\$65
Potentially Hazardous Processing			
Less than \$25,000		\$125	\$32
\$25,000-\$1,000,000		\$350	\$70
\$1,000,000-\$4,000,000		\$535	\$80
\$4,000,000-\$8,000,000		\$780	\$80
More than \$8,000,000		\$1,100	\$80
Non-Potentially Hazardous Processing			
Less than \$25,000		\$75	\$32
\$25,000-\$1,000,000		\$175	\$50
More than \$1,000,000		\$250	\$65

MISCELLANEOUS FEES	
TYPE	FEE
Re-Inspection	1/4 of License Fee
Duplicate Permit	\$5.00
Dance Hall Approval	\$65
Inspection Fee-Temporary	\$25
Late Fee	\$50

Waukesha County Department of Parks and Land Use
 Division of Environmental Health
 515 W Moreland Blvd., Room AC 260
 Waukesha, WI 53188
 Tel: 262-896-8300 Fax: 262-896-8298



RETAIL FOOD APPLICATION

Date:					
Reason For Application:	<input type="checkbox"/> New	<input type="checkbox"/> Change of Operator	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Other:	
Business Information:					
Business Name:					
Address:					
City:		State:		Zip:	
Business Phone:					
Business Email:					
Water Supply:		<input type="checkbox"/> Private	<input type="checkbox"/> Public		
Septic		<input type="checkbox"/> Private	<input type="checkbox"/> Public		
Corporate/Owner Information:					
Ownership Type:	<input type="checkbox"/> Sole Ownership	<input type="checkbox"/> Joint Tenant	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
Corporation Name:					
Address:					
City:		State:		Zip:	
Corporate Phone Number:					
Corporate Email:					
Emergency Contact:			Cell Phone:		
Person Filling out Application:			Signature:		
License Fees: (Refer to 2017 Fee Schedule)					
		License Fee	Pre-Licensing Fee		
No Processing:					
Processing; "Processing" means the manufacture or preparation of food for sale through the process of canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packing, bottling or packaging, or through any other treatment or preservation process.					
Processes Potentially Hazardous Food: "Potentially hazardous food" means any food which consists wholly or in part of milk, milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other ingredients, and which is capable of supporting rapid and progressive growth of pathogenic, infectious or toxigenic microorganisms. "Potentially hazardous food" does not include foods that have a pH level of 4.6 or below, or a water activity value of 0.85 or less under standard conditions; or food products in hermetically sealed containers processed to prevent spoilage.					
Processes Non-Potentially Hazardous Food:					
Mobile Retail Processing:					
Mobile Retail – No Processing:					
Make checks payable to: <u>WAUKESHA COUNTY</u>		Total Amount Enclosed:			

Operators of Mobile Restaurants and Mobile Retail Food Establishments not operating in conjunction with special events

Under DATCP there will be no change to the licensing requirements for Mobile Restaurants. However, **Mobile Retail Food Establishments that process food at non-special events will be required to comply with the service base requirements outlined in Wisconsin Food Code Chapter 9.** If the base is located in an agent territory, the base will be inspected and licensed by the agent health department. Again, if the operator serves a meal, regardless of dollar amount, they will be licensed as a Mobile Restaurant.

Licensing Jurisdiction

If the operator of the Temporary Restaurant, Mobile Restaurant or Mobile Retail Food Establishment operates in multiple jurisdictions the license will be issued by DATCP. If the food facility operates exclusively in the jurisdiction of a single agent, the local agent will issue the Temporary Restaurant, Mobile Restaurant or Mobile Retail Food Establishment license. This allows for the continued relationship between local vendors and agent health departments.

A DATCP annual license will be accepted by all agents. The agent may impose an inspection fee at each special event where the license is used, if this fee is authorized in local ordinance. It is important that original licenses be posted in the establishment to be accepted. **Failure to produce an original active license would result in purchasing a new license or not operating.** Operators should contact local health departments to check local ordinances or registration requirements. If your Mobile retail (non-meal) stand is found to be serving meals, a license fee upgrade will be collected by the inspector.

It is important to note that agents will have full enforcement authority when inspecting DATCP licensed facilities.

Please contact our licensing section with any questions at (608) 224- 4923 or email at datcpdfslicensing@wisconsin.gov

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Please detach this section and return with your renewal to change your license status.

- YES, I do serve meal items at my mobile retail stand. Change my license to a Temporary Restaurant. Included is a check for \$170.00

Department of Agriculture, Trade and Consumer Protection (DATCP)
Division of Food and Recreational Safety
 Bureau of Food and Recreational Businesses, formerly Department of Health Services (FSRL)
Temporary Restaurant, Mobile Restaurant and Mobile Retail Licensing Policy
STOP-If you have a Temporary or Mobile license you need to read this document

With the merging of the DHS Food Safety and Recreation Licensing Section into the DATCP Division of Food and Recreational Safety it is important to have consistent licensing and enforcement policies. Wisconsin Statutes chapter 97 requires the annual licensing of permanent or mobile retail food establishments, including temporary restaurants. Only one annual license should be issued to the operator. Below we explain how Temporary Restaurants, Mobile Restaurants and Mobile Retail Food Establishments are to be licensed until future rule revisions provide clarification.

In practice, we will define "**Temporary restaurant**" as a restaurant that serves one or more meals at a fixed location only in conjunction with a single event or celebration such as a fair, carnival, circus, public exhibition, or anniversary sale for a period of no more than 14 consecutive days or in conjunction with an occasional sales promotion. A temporary restaurant is not required to operate in conjunction with a licensed service base.

The special events at which a temporary restaurant operates include community sponsored events, such as fairs, festivals or farmers markets. These special events typically take place annually and are open to the public. A reoccurring farmers market is considered a special event if it coincides with a designated day each week, for a defined season.

We will define a "**Mobile restaurant**" as a restaurant that serves at least one meal from at least one temporary location that is not in conjunction with a special event. Mobile restaurants must operate in conjunction with a licensed service base.

We will define "**Mobile retail food establishment**" as a retail establishment that serves or sells food that is not a meal from a movable vehicle, push cart, trailer or boat which periodically or continuously changes location.

"Meal" includes but is not limited to sandwiches, individual portions of cured and pickled food sold from bulk containers, hard boiled eggs, hot ready-to-eat soup, or raw or cooked processed foods sold or served in individual portions. Further, "Meal" does not include soft drinks, ice cream, milk, milk drinks, coffee, tea, ices, confections, pastry items, or food items sold by the weight, count, or piece in individual packages or which require further preparation for consumption at another location.

Temporary Event Operators

Food stands that serve a meal will always require a Restaurant License (mobile or temporary). Food stands that serve only non-meal items will be issued a Mobile Retail Food Establishment License. In a temporary setting these stands will typically meet the requirements outlined in Wisconsin Food Code Chapter 10. We still use the definition of a meal when determining license type, and continue to use sales volume to determine the category for a Mobile Retail Food Establishment. Please see fee schedule below:

License Type	Product Examples	License Category	DATCP Fee
Restaurant	Pasties, Corn Dogs, Hotdogs, Brats, Hamburgers, Pizza, Cooked Fruits and Vegetables	Temporary Restaurant	\$170.00
Retail Food Establishment	Bakery, Confectionery, Drinks, Dairy Products, Sliced Fruit and Nuts	Does not engage in food processing	\$45.00
		Food sales of less than \$25,000	\$60.00
		Sales >\$25,000 non potentially hazardous	\$190.00
		Sales >\$25,000 potentially hazardous	\$265.00

Will all foods/beverages be prepared at the temporary food booth?
 If no, then please indicate what other locations will be used to prepare foods: List: _____

**No home prepared foods except limited bake sale items are allowed. Call with questions.
 No home butchered meats or home canned/home processed foods are allowed.
 All foods must come from a commercial approved source or a licensed facility.**

What method/equipment will be used to hot hold potentially hazardous foods? (above 135F)?
 Nescos Stove/Oven N/A Other-Please describe

What method/equipment will be used to cold hold potentially hazardous foods? (below 41F)?
 Refrigerator Coolers with Ice N/A

Will a metal thermometer with a range of 0-220F (or digital) be available at the food stand for monitoring temperatures?
 Yes No **Meat thermometers are not accepted.**

Will a hand wash sink with hot and cold running water or an approved portable hand wash station be provided directly adjacent to food preparation and serving areas? Soap and paper towels must be provided. Yes No

Will food workers be supplied with food service gloves, tongs, deli papers, etc., to eliminate bare hand contact with ready to eat foods? Yes No

What kind of sanitizer will be used for sanitizing food contact surfaces? Bleach (chlorine) Quats
100 ppm chlorine = ½ capful of bleach + 1 gallon of water 200ppm Quats = mix as directed on label
 Do they have a supply of test strips for the sanitizer being used? Yes No

Do you have enough serving utensils and equipment to be replaced every 4 hours? (Food service is only 1 day).
 Yes No (Go to next question)

If equipment needs to be washed onsite or if food service lasts more than 1 day, how will dishes and equipment be cleaned and sanitized? Onsite in 3 wash tubs of adequate size or 3 compartment sink (Wash, Rinse, Sanitize)
 In a Licensed facility List:

Source and storage of water: _____

Storage and disposal of wastewater: _____

Storage and disposal of garbage: _____

Temporary Restaurant Permit: \$125.00

Make checks payable to: WAUKESHA COUNTY

Submit To: Waukesha County Division of Environmental Health
 515 W. Moreland Blvd, Room AC260
 Waukesha, WI 53188
 Phone: 262-896-8300 Fax: 262-896-8298

I certify that I am familiar with the Temporary Food Service Guidelines – as required in the Wisconsin Food Code and the described establishment will be operated and maintained in accordance with applicable regulations. The permit must be posted in public view when the temporary restaurant is in operation.

 Signature

 Printed Name

 Date



Waukesha County Division of Environmental Health



2017-2018 APPLICATION FOR TEMPORARY LICENSE

Before completing this application, read Temporary Food Guidelines. **STOP** if you have a current State license or will be operating outside of Waukesha County. Please contact Waukesha County Division of Environmental Health.

Name of Organization:		Contact Person:	
Address:			
City:		State:	Zip:
Phone:			
Email:			

Is this organization a religious, fraternal, youth, patriotic, service, or civic group (non-profit)?

Yes No

If the answer to the previous question is yes, then has this group served food to the public during the last 12 months?

Yes, how many days? _____ No

Waukesha County Division of Environmental Health issues temporary food licenses to non-profit organizations that serve meals to the public 4 days or more in a licensing year (July 1-June 30). The food service must be associated with an event or celebration. Licenses that are issued expire annually on June 30.

List Events Planning to Attend for the Licensing Year (July 1 – June 30)			
Date	Event Name	Location of Food Service Event	Time

Menu: List all foods and beverages that will be served (please list or attach menu)